

St Paul's Stars Breakfast and After School Club Committee

OFSTED URN 110674
Registered Charity No. 108 7223



Missing Child Procedure

At St Paul's Stars Breakfast & After School Club we are always alert to the possibility that children can go missing during sessions. To minimise the risk of this happening staff will carry out periodic head counts.

If a child cannot be located, the following steps will be taken:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises and surrounding area.
- After 10 minutes the police will be informed. The Playleader will then contact the child's parents or carers.
- Staff will continue to search for child whilst waiting for the police and parents to arrive.
- We will maintain as normal a routine as possible for the rest of the children at the Club.
- The Playleader will liaise with the police and the child's parent or carer.

The incident will be recorded in the **Incident Log**. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

Useful numbers

Children's Social Care: West Berkshire Council, West Street House, West Street Newbury, RG14 1BD, (01635) 503090, child@westberks.gov.uk

Out of hours contact: 01344 786543

LADO (Local Authority Designated Officer): Juliet Penley, 01635 519093, jpeley@westberks.gov.uk

LSCB (Local Safeguarding Children Board): Ros Haynes, 01635 509635, rhaynes@westberks.gov.uk

<http://www.westberkslscb.org.uk/>

Ofsted: 0300 123 1231

NSPCC: 0808 800 500

Police: 101 (non-emergency) or 999 (emergency)

This policy was adopted by: St Paul's Stars Breakfast & After School Club	Date: 14 December 2023
To be reviewed: Annually	Signed: Sarah Armstrong-Stacey, Chair of the St Paul's Stars Breakfast & After School Club Management Committee

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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017)*:
Information for parents and carers : [3.73- 3.75]